



PHARMACY DATA MANAGEMENT

USER MANUAL

Version 1.0
September 1997

(Revised August 2008)

Revision History

Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. If the Revised Pages column lists “All,” replace the existing manual with the reissued manual. If the Revised Pages column lists individual entries (e.g., 25, 32), either update the existing manual with the Change Pages Document or print the entire new manual.

Date	Revised Pages	Patch Number	Description
08/08	55	PSS*1*94	Added text clarifying administration times and frequency. (S. Templeton, PM; G. O'Connor, Tech. Writer)
07/07	i-iii, 33, 34, 149, 151	PSS*1*88	- Prompts for injection site in BCMA and Display ON IVP/IVPB TAB IN BCMA added to the PSS MEDICATION ROUTES input template. - Updated index to include BCMA prompts (R. Singer, PM; E. Phelps, Tech. Writer)
01/07	v, 19a, 53	PSS*1*120	Added new prompts for warning label source for Consolidated Mail Outpatient Pharmacy (CMOP) and Outpatient Pharmacy Automation Interface (OPAI) to the Pharmacy System Parameters Edit section. Updated formatting on pages iii and 19a. (E. Williamson, PM; S. Krakosky, Tech. Writer)
06/06	24g	PSS*1*92	Added Service Code field to <i>Drug Enter/Edit</i> option. (R. Hardy, PM; M. Rentachintala, Tech. Writer)
04/06	i-iii, 19-19d, 20, 24, 24b, 24e-f, 29	PSS*1*90	HIPAA NCPDP Global Project. In Drug Enter/Edit section: - Added description of a new code ("E") added to the DEA, SPECIAL HDLG field, as well as a list of DEA, SPECIAL HDLG field effects on ePharmacy Billing. - Added description of the new Dispense As Written DAW CODE field and how it is used in ePharmacy Billing. Updated existing Drug Enter/Edit screen capture examples to include the DAW CODE prompt. - Added new screen capture example: Drug Enter/Edit Dispense As Written (DAW) Code Editing. (S. Spense, PM; M. Newman, Tech. Writer)
03/05	i – vi, 3, 20 - 24f, 29, 53, 58a - 58h, 149-152	PSS*1*87	Laser Labels II project. Added <i>Warning Builder</i> option and section. Added <i>Warning Mapping</i> option and section. Added Warning Label and Gender-Specific Warnings prompts to the <i>Drug Enter/Edit</i> option. Added Warning Label Source prompt to the <i>Pharmacy System Parameters Edit</i> option. Updated the Table of Contents and Index to reflect the new options. Cleaned up footers, misspelled words, etc. on many pages. (H. Whitley, PM; L. Woodson, Tech. Writer)
01/05	55	PSS*1*59	- Added text about odd schedules and note regarding schedule name of OTHER to Standard Schedule Edit, section 1.15. (S. Templeton, PM, R. Singer, PM, M. Newman, Tech. Writer)

Date	Revised Pages	Patch Number	Description
10/04	i, iii, 3, 58a-b, 153	PSS*1*82	<ul style="list-style-type: none"> - Added <i>Send Entire Drug File to External Interface</i> option to menu list. - Added new section for <i>Send Entire Drug File to External Interface</i> option. - Updated the Table of Contents and the Index to reflect the new option.
07/03	i-iii 3, 19-24d 29-30 58	PSS*1*61	<ul style="list-style-type: none"> - Described functionality change for deriving the DEA, SPECIAL HDLG code. - Added description of changes to Drug Enter/Edit option and included the related screen capture, resulting in pages 19-24 being renumbered to pages 19-24d. - Added new <i>Controlled Substances/PKI Reports</i> menu and related reports to the PDM options list, and updated the Table of Contents to reflect this addition. - Noted additional code (F=NON REFILLABLE) for DEA, SPECIAL HDLG field. - Updated screen captures for <i>Lookup into Dispense Drug File</i> option to include CS FEDERAL SCHEDULE field in drug details.
04/03	i 10-12a,19- 23a,36 23b-24,30 150	PSS*1*68	<ul style="list-style-type: none"> - Updated the Revision History Page. - Added Non-VA Med messages to the examples in the Enter/Edit Dosages, Drug Enter/Edit, and Edit Orderable Items sections. - Added Non-VA Med examples to the Drug Enter/Edit and Lookup into Dispense Drug File sections. - Updated the index to cover Non-VA Meds.
03/03	i-ii iii iv 1 3 9-12b 19-23b 31 33-38 55 57-58	PSS*1*47	<ul style="list-style-type: none"> - Updated the Revision History Pages. - Added <i>Other Language Translation Setup</i> option to the table of contents. - Added appendices on Spanish terms to the TOC. - Added information about PDM now allowing users to enter SIG components in another language. - Added <i>Other Language Translation Setup</i> to the list of options. - Updated Dosage Form File Enter/ Edit section to show the new <i>Other Language</i> options. - Updated Enter/Edit Dosages section to show new Other Language Dosage Name field. - Updated Drug Enter/Edit section to show new Other Language Dosage Name field. - Updated Medication Instruction File Add/Edit section to show Other Language Expansion field. - Updated Medication Route File Enter/Edit section to show new Other Language Expansion field. - Updated Orderable Item Management and Dispense Drug/Orderable Item Maintenance sections to show new Other Language Instructions field. - Updated Standard Schedule Edit section to show Other

1.15 Standard Schedule Edit

[PSS SCHEDULE EDIT]

The *Standard Schedule Edit* option allows the user to enter or edit entries in the ADMINISTRATION SCHEDULE file (#51.1). The set of times associated with the standard dosage administration schedules can be assigned, as can ward-specific administration times. This feature may be used to define the outpatient expansion to be used when the schedule is entered for an Outpatient Pharmacy medication order. Entry of a frequency in minutes allows the software to calculate the interval between dosages for Inpatient Medication orders and BCMA and is used by Outpatient Pharmacy to calculate default quantities. When the frequency is entered, a message displays telling the user, in hours, how often the administration will occur. If the schedule type is on call, the system does not require a frequency.

Schedules with a frequency that is not evenly divisible into or by 24 hours are considered 'odd'. Odd schedules are not allowed to have administration times. If the schedule type is continuous and it is an odd schedule, the system does not allow the entry of administration times. Continuous, non-odd schedules still require administration times.

The *Standard Schedule Edit* option allows the user to enter the outpatient expansion value in a language other than English. PDM does not translate English terms into another language; instead, it allows the user to enter a translation of a term. If a value has not been entered in the OTHER LANGUAGE EXPANSION field, PDM defaults to the value entered in the OUTPATIENT EXPANSION field. If no values exist in the OUTPATIENT EXPANSION and OTHER LANGUAGE EXPANSION fields, the system will not present default values for those fields to the user during CPRS or Outpatient Pharmacy prescription order processing. However, when building the SIG, Outpatient Pharmacy will default to the value the user input through Outpatient Pharmacy backdoor order entry. See Appendix C for a list of Spanish equivalents for some of the more common administration schedules.



Note: A schedule name of OTHER is not allowed. This name is used to allow building a Day-of-Week and/or admin-time schedule in CPRS.

Example: Standard Schedule Edit

```
Select Pharmacy Data Management Option: STandard Schedule Edit

Select ADMINISTRATION SCHEDULE: BID

NAME: BID// <Enter>
OUTPATIENT EXPANSION: TWO TIMES A DAY// <Enter>
OTHER LANGUAGE EXPANSION: DOS VECES AL DIA
TYPE OF SCHEDULE: CONTINUOUS// <Enter>
STANDARD ADMINISTRATION TIMES: 0900-1700// <Enter>
FREQUENCY (IN MINUTES): 720// <Enter>

Select WARD ADMINISTRATION SCHEDULE: <Enter>
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